

Education Services Quick Reference Guide For Deployed Soldiers June 2014

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Fort Riley Education Services Quick Reference Guide

Table of Contents

Introduction	1
Questions and Answers – Army Tuition Assistance and Go Army Ed.....	2
Questions and Answers – Loans and Loan Repayment Program (LRP).....	7
Questions and Answers – Veteran’s Benefits MGIB & Post-9/11.....	8
Questions and Answers – Miscellaneous	12

APPENDIX

A - New Users.....	13
B - Deciding on a Home School and Degree Plan	18
C - Steps for Completing an LOI Enrollment.....	19
D - Steps for Completing a Non-LOI Enrollment	22
E - VA “Top Up”	28
F - Lifting “Holds”, Course and Semester Hour Overrides.....	33
G - How to Drop a Class	35
H - TA Recoupment	37
I - Uploading documents into eFile	39
J - Loan Repayment Program (LRP)	41
K - Transferring Post-9/11 GI Bill Benefits	42

L – Joint Services Transcript (JST).....	44
M - FAQs and Lessons Learned	46
N - Contact Information	47
O - Forms	49
P - Links.....	50
Q - Brochures	51
Fort Riley Education Services Brochure	48
GoArmyEd – Hip-Pocket Guide copy.....	50
Post 9/11 GI Bill brochure.....	51
Request for Military Withdrawal (example).....	53
R - Acronyms and Definitions	54



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Introduction

Education is everywhere, even for the deployed Warfighter. This guide is a tool to provide assistance and advice in the area of Army Education for use anytime, anywhere. It provides information on the most common activities and questions for Soldiers in an easy to read and reference format.

This guide explains most typical forms of financial assistance available to Soldiers, the limitations and the mandatory guidelines. General information is outlined in a question and answer format with the specific instructions to accomplish a task included in the appendices. Look for *TIPS* within the guide for further explanation or suggestions.

It is very important to stress that the Soldiers are not alone on their educational journey. If additional questions arise, the Fort Riley Education Center has well-qualified Education Counselors available to assist the deployed Soldier either through email channels, Facebook postings, or telephonically.

It is also important to note that policies and procedures can change often. To find the most current electronic edition of this guide, go to www.riley.army.mil, click **Services**, and then **Education and Training**. In addition, as changes occur, distribution of a mass notification through GoArmyEd and notices on our Fort Riley Education Services Facebook page will occur.

Centralized Tuition Assistance Management (CTAM) gives Soldiers virtual access to request Army Tuition Assistance (TA) online. This is accomplished through goarmyed.com website. GoArmyEd provides a one-stop location for managing college education and TA benefits. This system is utilized by Soldiers to pursue their post-secondary educational goals, Army Education Counselors to provide guidance, schools to deliver degree and course offerings and DA Civilians to request professional training.

FY 15 Tuition Assistance (TA) Policy

1. On 1 January 2014, the Army's FY 14 Tuition Assistance (TA) program changed. These changes are supportive of the intent of the TA program-- to provide financial assistance for voluntary off-duty education in support of Soldiers' professional and personal self-development goals within a constrained budget environment. Per ALARACT 052/2015 Tuition Assistance Guidance, released 15 March 2015, these policies are current for FY 15.

- Updated guidelines for TA usage:
- After successful completion of a Soldier's first year of service after graduating from either AIT or BOLC... Soldier will qualify for TA usage.
- Soldiers are authorized 16 semester hours per fiscal year with a semester hour cap of \$250.00.
- Tuition Assistance caps per semester hour limit are: undergraduate classes the cap is 130 semester hours, and for Masters level classes the cap is at 39 semester hours.
- TA can be utilized for a second, higher-level post-bachelor's degree after completion of 10 years of service.
- The second degree time in service requirement applies to movement from a bachelor's to a master's degree and not from an associate's to a bachelor's degree.
- The 10 year requirement applies if Army TA was used to pay for any portion of the undergraduate coursework.

2. To consistently enforce Tuition Assistance (TA) policies, a hold is placed on a Soldier's account at any point TA policy is violated or an account becomes ineligible to request TA. It is removed automatically when the violation is resolved.
3. Army Education Counselors can defer most holds for up to 90 days. The hold will be reapplied when the deferment expires unless the root cause has been resolved. If the root cause is resolved, the hold will automatically be removed.



1. What types of education funding is available while deployed?

Answer: Tuition Assistance (TA) is the most common form of financial assistance an active duty Soldier will use while deployed. All TA is administered through the GoArmyEd portal. Prior to deployment, every Soldier should have an active GoArmyEd account. If this has not occurred, this guide provides step-by-step instructions on how to establish an account. (Appendix A: New Users)

TIP: Effective 1 October 2012, tuition assistance caps per hour limit. For undergraduate work the cap is 130 hours, for Masters level work the cap is at 39 hours.

2. I have an active GoArmyEd account, what next?

Answer: Your GoArmyEd account authorizes you 16 semester hours per fiscal year with a semester hour cap of \$250. When your account was established, a home school and degree plan were declared. You will need to ensure the classes you select meet the degree plan, as outlined in the automated Statement of Understanding (SOU). If you are unsure of your selections, this guide provides information on how to select a degree plan (Appendix B: Deciding on a Home School and Degree Plan)

3. I have identified the class on my degree plan, how do I enroll using tuition assistance?

Answer: In most instances there are two avenues you need to complete when enrolling in a class. First, you must request Tuition Assistance (TA) in the GoArmyEd (GAE) portal. There are two types of TA requests in GoArmyEd; those schools that have signed a Letter of Instruction (LOI) and those that have selected to be in a non-LOI status. A step-by-step instruction is included in this guide for each type of enrollment (Appendix C: Steps to Complete an LOI enrollment and Appendix D: Steps to complete a non-LOI enrollment)

TIP: The Military Advisor at the school can be the deployed Soldier's best friend when trying to manipulate the maze of higher education.

Secondly, you must ensure enrollment with the school. Each school will have their own individual methods for completing enrollments; the most comprehensive information for the deployed Soldier is contained on the school's website.

TIP: An LOI school has agreed to maintain the GAE portal; they will upload the classes, the financial information and process all payments through the portal. A non-LOI school has agreed to the rules of tuition assistance and provides limited amount of support through the portal. The Soldier must provide the appropriate documentation in the eFile to include a fully documented degree plan and the actual invoice or cost by semester hour for the course. If either of these items are missing or unacceptable, the course will be rejected.

TIP: Some schools may have you sign a statement of commitment indicating you will pay for the tuition regardless of the circumstances, ensure you have your Tuition Assistance approved prior to signing a commitment.

4. I have selected my college and degree plan but the hourly tuition assistance rate has exceeded the semester hour cap, is there any additional financial assistance available?

Answer: First, every Soldier should apply in advance for Federal Financial Aid to determine if they might be eligible for Pell Grant funding (grants are money that does not have to be reimbursed). You would apply for Federal Financial Aid at www.fafsa.ed.gov. A second method of paying for your classes in this situation can be to use your Veteran's benefits through the GI Bill program to "Top-Up" or match the exceeded amount. (Appendix E: VA "Top Up")

TIP: Once the total top-up payment(s) received equals the "veteran's rate" you would receive as a full-time student pursuing coursework approved by DVA in one month, your MGIB entitlement account balance would be reduced by 1 full month. If the total payments received do not exceed the monthly veteran's rate, the remaining MGIB entitlement account balance would be reduced by the appropriate fraction of a month.

5. I went to enroll in my class, completed all of the steps and received a warning indicating that I am required to pay for the class, what now?

Answer: Generally there are a couple of reasons why you would have to pay for a class. Some of them can be resolved easily and others can't. Typically, the cause is that your account is on hold for some reason, the class is not part of your degree plan or you have exceeded the semester hour limitation guidelines. This guide provides information on what to do when your account is on hold or if you need a class outside of your degree plan. (Appendix F: Lifting "Holds", Course and Semester Hour overrides)

6. I started a class and decided I am unable to complete it successfully, can I drop the class?

Answer: Yes, you can drop the class but usually there are some repercussions. When you initial your electronic Statement of Understanding (SOU), you entered into a contract with the Army stating you will reimburse the Army if “I withdraw from classes for personal reasons or do not successfully complete a class IAW DoDI 1322.25 and AR 621-5. Non-successful grades are defined as an “D” or “F” (or equivalent) for undergraduate courses, an “F, D” or a “C” (or equivalent) for graduate courses and an unresolved incomplete grade after 120 days from the course end date.” Any of these reasons may require you to pay back the cost of the course, or a portion of the cost.

The other side is that if there is a military or medical reason for failing to successfully complete the course, you may be able to process a military withdraw or request an Exception to Policy for Recoupment. These options are required to be documented by your first LTC in your chain of command and the exceptions require approval by the Army Education Center. (Appendix G: How to Drop a Class and Appendix H: TA Recoupment)

7. How do I include information into my GoArmyEd account such as documentation for military withdrawals, degree plans, and invoices?

Answer: Every account has an electronic repository for items such as these called the eFile. This is a place to upload mandatory documents and also other educational items such as school transcripts to keep everything in one place. This guide provides instructions on how to upload items to your eFile. (Appendix I: Uploading documents into the eFile)

General Questions and Answers Loans and Loan Repayment Program

1. When I enlisted, I signed up for the Loan Repayment Program (LRP). I am now receiving notification from the lenders that my loans are due, how do I start my LRP?

Answer: You will be contacted by the Education Incentives Branch (EIB) by the 8th month you are on active duty to start the LRP. This guide provides the essential information on the Loan Repayment Program and what to do if you have not been contacted. (Appendix J: Loan Repayment Program)

2. Prior to coming into the Army, I had numerous student loans to pay back. Can I sign up for the Loan Repayment Program (LRP) while I'm on active duty?

Answer: No, the LRP is an enlistment option only. Included in Appendix J are some specifics concerning options for repayment of student loans.

General Questions and Answers Veteran's Assistance Benefits Montgomery GI Bill and Post-9/11 Part I

1. Which GI Bill is better....the Montgomery GI Bill or the Post-9/11?

- Each case should be considered individually when deciding which the better benefit is.
- For example, some states will pay for tuition for veterans which may result in the Montgomery GI bill to be the biggest “bang for your buck”.
- Take the time to weigh each benefit and talk to the VA representative at the university you plan on attending.

2. How do I become eligible for the Post-9/11?

- The Post-9/11 GI Bill is a time-served benefit for any Soldier on active duty after September 11, 2001.
- In a nutshell, it is based on time served with as little as 90 days to receive 40% of the total benefit. To reach the 100% level you must have served 36 months on active duty.
- There are extenuating circumstances that may require additional service such as if the service member was enlisted under the Loan Repayment Program or other service obligations such as ROTC, Academy graduates, etc. Time for basic training cannot be considered until the 24 month mark is reached.

3. How do I know if I have the Montgomery GI Bill?

- When you first enlisted in the military, you must have actually declined the benefit in writing. Also, do you remember making a payment of \$100 a month for 12 months, a total of \$1200.00 that came out of your check when you first came into the military? If so, you have paid into the Montgomery GI Bill program.
- To check your status in the Montgomery GI Bill, go into AKO and pull up your personnel records. Look for a DD Form 2366, Montgomery GI Bill Act of 1984. If

you accepted the Montgomery GI Bill, item 3., Statement of Understanding is signed; otherwise, item 5., Statement of Disenrollment is completed.

4. How much does the Post-9/11 pay?

- If you are a full-time student using the Post-9/11 GI Bill, you will receive a stipend equal to the Basic Allowance for Housing equivalent to an E-5 with dependents is based off of the zip code of your school. The BHA is not payable to individuals on active duty or those enrolled at half-time or less. You will receive up to \$1,000 a year in books and equipment and the tuition and fee at the in-state undergraduate rate.
- To determine the Basic Housing Allowance, the VA website has the link to the Defense Travel Management Office that provides a BAH calculator.

5. How much does the Montgomery GI Bill pay?

- If you are a full-time student, the monthly rate (as of 1 Oct 2014) is \$1717 and is prorated for less than full-time. You will then pay out of pocket for your tuition, books, etc.
- The Montgomery GI Bill **will** pay if you attend school at a less than half time basis as well; whereas, the Post-9/11 **will not**.

6. Can I use my GI Bill benefits while on Active Duty?

- You can use your benefits while on active duty. It is always wise to first utilize all of your active duty tuition assistance benefits and save your GI Bill benefits for when you are released from the service or as an absolute necessity, such as, using your benefits to cover tuition costs over the hourly tuition assistance cap. This is known as a “top-up” and additional paperwork is required to process.
- Even though you may use your benefits while on active duty, you may only receive tuition and books (under Post 9-11), no additional stipend.

TIP: Remember, using your VA benefits for “top-up” subtracts months from your GI Bill benefits. Both bills charge “top-up” entitlement differently. MGIB charges less entitlement and can preserve more of your benefit. Talk to an education counselor for more information.

7. Why would I ever consider using my Montgomery GI Bill when I qualify for the Post-9/11?

- There are certain circumstances where the Montgomery GI bill may pay more per month than the Post-9/11. For example, if an individual attends a school in a state that offers free or a reduced rate of tuition for veterans, the Montgomery GI bill may, in the long run, pay more. Also, if you are attending school at a less than half time basis, you can still earn a prorated stipend.

8. Can I use the Post-9/11 taking on-line classes?

- Yes, you can use the Post-9/11 GI bill for distance or online schools but you will only receive half of the national average of the Basic Allowance for Housing. One half of the national BHA rate as of 1 Aug 2014 is \$754.50 per month.
- However, if you are a full-time student and take at least one class physically in the classroom towards your degree, you will then qualify for the full BHA entitlement based on the zip code of your school.

9. Can I ever get my \$1,200.00 that I paid into the Montgomery GI Bill refunded?

- If you choose not to use your MGIB education benefits, the money you paid into the Montgomery GI Bill is nonrefundable.
- For those individuals that use their entire Post-9/11 benefits, the \$1,200 paid into the Montgomery GI bill will be refunded in their last BHA check under that program; furthermore, for those that transferred to the Post-9/11 after using some of the MGIB may be entitled to a partial reimbursement.

10. What is the process to apply and use my GI Bill benefits?

- The application process is all done through the GI Bill website at <http://www.gibill.va.gov> through the Veterans Online Application, the VONAPP.
- When applying you will have the option to select either the Montgomery GI Bill or the Post-9/11. We always advise Soldiers if they are unsure of what school,

major or their status in school (full vs. part-time) to apply for the Montgomery GI bill. You can always change your mind and switch to the Post-9/11; however, be aware that the decision to elect the Post-9/11 is irrevocable....because once you sign up for the Post-9/11 you can never revert back to the Montgomery GI Bill.

- After the application is completed, you will receive a certificate of eligibility (COE) approximately 6-8 weeks later. Once received you will present the COE to your school. The VA representative at the school will play a very large part in assisting with obtaining your benefits.

11. What are the requirements for transferring my Post-9/11 benefits to my Family Members?

Appendix K contains the eligibility requirements and procedures for transferring benefits.



General Questions and Answers

Miscellaneous

1. How do you get college credit for military service?

Answer: The American Council of Education has reviewed most military training and makes recommendations to schools concerning the type of credit that should be granted based on their review. These recommendations are placed on the Soldier's Joint Services Transcript (JST).

JST is a computerized transcript system that produces official transcripts for eligible Soldiers upon request by combining a Soldier's military education and job experience with descriptions and college credit recommendations developed by the American Council on Education (ACE). In addition to name and SSN, the transcript contains the following information:

- Current or highest enlisted rank
- Military status (active or inactive)*
- Additional Skill Identifiers (ASI) and Skill Qualification Identifiers (SQI)
- Formal military courses
- Military Occupational Specialties (MOS) held
- Standardized test score descriptions and credit recommendations developed by ACE

This guide provides instructions on how to obtain your JST transcript. (Appendix : L: How to Access your JST).

2. Where can I go for additional assistance?

Appendices P thru T provide information such as Points of Contact, Forms, Links, Brochures and Acronyms.

Appendix A New Users

1. Soldiers that are on Active duty, Army National Guard, and Army Reserve can request Tuition Assistance (TA) through the virtual www.goarmyed.com website. In order to have access to the website, Soldiers must have a GoArmyEd “user name” and “password”. Listed below are the steps to establish a GoArmyEd account:

- a. Log on to www.goarmyed.com.
- b. Select Student
- c. Create/Activate Account



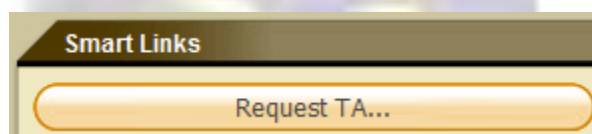
d. Enter your Social Security Number and Date of Birth

A screenshot of the GoArmyEd 'New Users' registration page. The page has a tan background with a dark brown header bar that says 'New Users'. Below the header, there is a text prompt: 'Enter your Social Security Number and Date of Birth in order to register with GoArmyEd.' There are two input fields: one for the Social Security Number and one for the Date of Birth. The SSN field is labeled '*Social Security Number:' and has a format hint '(Format: 999999999 or 999-99-9999)'. The Date of Birth field is labeled '*Date of Birth:' and has a format hint '(Format: MM/DD/YYYY or MM/DD/YY)'. At the bottom of the form is a 'Submit' button.

e. Create your user password (Password must contain 14 Characters with at a minimum of 2 Capital letters, 2 lowercase letters, 2 Numbers and 2 Special Characters). If you forget your password in the future, utilize the “Retrieve Lost User Name/Password” link on the main page of GoArmyEd.

2. After you have created your password, you must log into your GoArmyEd account to complete the rest of the six steps to establish your actual account to utilize tuition assistance.

- a. Log into your account.
- b. Select the Request TA button.



- c. Step 1: TA Benefits Verification. Acknowledge acceptance.
- d. Step 2: Select the Launch Video or Launch Presentation

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Your Guide for Army Tuition Assistance, Version 5
April 2015

Request TA Benefits

Step 1: TA Benefits Verification ✓
Step 2: Training ✓
Step 3: Statement of Understanding
Step 4: Home School and Degree Plan
Step 5: Common Application ✓
Step 6: Submit Request

Step 2: Training

Prior to using Tuition Assistance benefits, you must complete GoArmyEd Training to understand roles, responsibilities, and requirements. You must complete the training video or read the presentation.

 **LAUNCH VIDEO** **OR**  **LAUNCH PRESENTATION**

☒ I certify that I have completed the GoArmyEd training.

[Return to Homepage](#) [Save and Continue](#)

Pay close attention to the training either by video or Power Point, this training will be invaluable at the time TA is requested.

e. Step 3: Home School and Degree Plan.

Request TA Benefits

Step 1: TA Benefits Verification ✓
Step 2: Training ✓
Step 3: Statement of Understanding
Step 4: Home School and Degree Plan
Step 5: Common Application ✓
Step 6: Submit Request

Step 4: Home School and Degree Plan

*Home School: [Link to Search Schools...](#)

*Degree Type:

*Degree Plan:

*Degree Level:

[Return to Homepage](#) [Save and Continue](#)

Enter your Home School, Degree Type, Degree Plan and Degree Level.

Tip: Army Education Counselors have the ability to update Home Schools and Degree Plans if you require a future change. Remember, while using tuition assistance, you are only eligible to earn one type of degree at each level, e.g., Undergraduate Certificate, Associate's degree, Bachelor's degree and

Fort Riley Army Education Services
Your Guide for Army Tuition Assistance, Version 5
April 2015

Master's degree. The maximum hours for which tuition assistance can be used are 130 for Associate and Bachelor degrees and 39 hours Master's degree.

f. Step 4: Common Application.

Request TA Benefits

Step 1: TA Benefits Verification ✓
Step 2: Training ✓
Step 3: Statement of Understanding
Step 4: Home School and Degree Plan
Step 5: Common Application ✓
Step 6: Submit Request

Step 5: Common Application

Contact Information | Demographic Information | Prior Education | Additional Information

Your Common Application is used to process school admissions and class enrollments.
You may save your application to complete it at a later time.

All fields marked with an asterisk (*) are required and must be completed before submitting this form.

General Information

Last Name: [REDACTED]
First Name: [REDACTED]
Middle Name or Initial: [REDACTED]
List other names under which transcripts, exam scores, or other academic records (Separate each full name with a comma.)
[REDACTED]

Mailing Address

Current Address: [REDACTED]
[REDACTED]

Contact Information

Primary Phone Number: [REDACTED]
Geographic Education Center: [REDACTED]
*Military Occupation Specialty (MOS): [REDACTED]

Return to Homepage | Save and Continue

Completion of all information containing an asterisk (*) is required on each tab (Contact Information, Demographic Information, Prior Education and Additional Information).

g. Step 3: Statement of Understanding.

Statement of Understanding for Use with Army Tuition Assistance (TA) For use of this form, see AR 621-5; the proponent agency is DCS, G-1

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY	10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 2005, Advanced education assistance: active duty agreement; reimbursement requirements; 10 U.S.C. 4302, Enlisted members of Army: schools; AR 621-5, Army Continuing Education System; and E.O. 9397 (SSN).
PRINCIPAL PURPOSES	To provide a record for soldiers that agrees to the terms and conditions of the Army Tuition Assistance program. This statement becomes part of the Soldier's military education records used to document Army Education management actions.
ROUTINE USES	The DoD "Blanket Routine Uses" that appear at the beginning of the Army's compilation of systems of records apply to this system.
DISCLOSURE	Voluntary. However, failure to agree with the terms of the Army Tuition Assistance Statement of Understanding will prevent enrollment and financial assistance.

1. GUIDELINES FOR TUITION ASSISTANCE: I understand--

Enter your GoArmyEd password.

The electronic Statement of Understanding (SOU) will appear. Please enter your GoArmyEd password. The SOU explains your responsibilities while using Tuition Assistance. By entering your password you are acknowledging that you have read and understand the TA policies..

h. Step 6: Submit Request.



The screenshot displays the 'Request TA Benefits' web application interface. On the left, a vertical list of steps is shown: 'Step 1: TA Benefits Verification' (checked), 'Step 2: Training' (checked), 'Step 3: Statement of Understanding' (checked), 'Step 4: Home School and Degree Plan' (checked), 'Step 5: Common Application' (checked), and 'Step 6: Submit Request' (active). The main content area is titled 'Step 6: Submit Request' and contains the following text: 'Please verify and make any corrections if needed by clicking on the wizard steps. If you are satisfied with your application, please submit for final review and approval. Your request will be routed to an ACES Counselor.' Below this, it states: 'Account approval decisions are made within two business days of receipt. You can track the status of your request from the Track Helpdesk Case(s) link on your homepage.' At the bottom of the main content area is a yellow button labeled 'Return to Homepage'.

i. The last step is to submit the request. The activation request will go into the case queue, and then an Army Education Counselor will approve (provided everything is correctly completed).

Appendix B

Deciding on a Home School and Degree Plan

School Accreditation. School accreditation is a very important factor to consider when selecting a college. Schools undergoing accreditation are required to adhere to the strictest guidelines as determined by the Department of Education and the Council on Higher Education Accreditation (CHEA). There are six regional accreditors and national accreditors (usually distance education and continuing education). Anyone utilizing TA is required to attend (either physically or online) a school that is accredited.

National vs. Regional Accreditation. When choosing between national accreditation and regional accreditation, consider your future goals. If your current degree is the final degree, or you plan to complete your education at the same school, then either choice is generally acceptable. If you plan to change schools before completing your degree, or you may want to pursue further education after graduation, or you will seek employment with companies concerned about accreditation issues, look closely at the type of accreditation for future degrees.

Degree Mills. Degree or diploma mills are schools that are not accredited. You are not eligible to use TA or VA benefits at those schools and frankly, they are not legitimate institutions of higher learning. These schools will offer you the moon in forms of granting an excessive number of credits for work experience and use very aggressive marketing techniques.

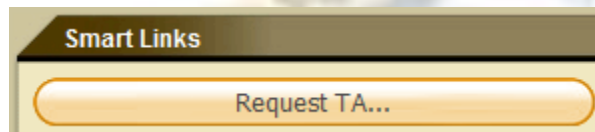
Home School and Degrees. A home school is one that you will declare to obtain your degree. In the SOC Degree Network System Associate and Bachelor's Degrees for the Army (SOCAD) you can locate either a two-year or four-year college. Although you are not limited by the SOCAD network, SOCAD schools have flexible policies for the mobile Soldiers and Family Members to complete degrees without suffering a loss of credit. There is a wide range of traditional and distance learning degrees and courses shared within this network. You are required to complete a minimum of 25% with your home school and the rest can be completed anywhere within the network.

Tip: For more information on accreditation visit the U.S. Department of Education on the web at www.ope.ed.gov/accreditation.

Appendix C

Steps for Completing an LOI Enrollment

1. Log in to www.GoArmyEd.com
2. Select the button **Request TA....**



3. Acknowledge your Statement of Understanding, re-enter password if necessary.
4. Enter the appropriate information on the course.

Tip: The more specific you get, the easier to find the appropriate class. If it fails to retrieve a course, try widening your search parameters and look through the list. If the course is still not available, contact your school.

Sergeant Online

Search	Enroll	My Academics
my class schedule	add	drop

Add Classes

123

1. Select classes to add

The system has pre-populated your home school. If you would like to take a class from a different school, select the magnifying glass icon to search for the school. Select additional search criteria to narrow your search results and select Next.

***School:**

Subject: (example: BIO)

Catalog Number: (example: 101)

Start Date Between: **and**
(MM/DD/YYYY) (MM/DD/YYYY)

GoArmyEd Class Number: (example: 1136)

Next

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Your Guide for Army Tuition Assistance, Version 5
April 2015

5. The next screen will show the class(es) that fit your search. You **must review very carefully** to ensure you are selecting the right class.

The following classes match your search criteria School: **Central Texas College**, Show Open Classes
Only: **Yes**, From Start Date: **03/15/2012**, To Start Date: **04/14/2012**

[Return to Add Classes](#) [START A NEW SEARCH](#)

☒ Open ☐ Closed

Before requesting a class, please review all of the details including start date, end date, instruction mode, description, and prerequisites. To do so, select the Class Details button for the class.

Select the Request Class button to enroll. ☒ indicates an enrollment section.

▼ **ACCT 2301 - Principles of Financial Accounting**

Class Sections										First	1 of 1	Last
GoArmyEd	Class Nbr	Subject	Number	Section	Description	Semester	Hours	Start Date	End Date	Seats Available		
<input checked="" type="radio"/>	118936	ACCT	2301	T071	Principles of Financial Acct	3		03/19/2012	06/08/2012	5		
School		Class Type		Instruction Mode		Instructor Name		Class Details				
Central Texas College		TA		DL - Online				Prerequisites				
						Proctored Exam <input checked="" type="checkbox"/>		Add Materials				
Class Cost/SH					Class Total Cost							
\$59.00					\$177.00							
TA Eligible Fees					Soldier Funded Fees					Open Registration Date		
None					None					01/19/2012		
										Close Registration Date		
										03/15/2012		
Last Day to Drop for Full Refund: 03/18/2012												

[Request Class](#)

Tip: In this example, the course is ACCT 2301 – Principles of Accounting, start date 3/19/2012 with an End Date of 06/08/2012. The class is online as shown in instruction mode.

6. Select “Request Class”.

[Request Class](#)

7. Review your request for accuracy. Select “Process Request”.

[PROCESS REQUEST](#)

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Your Guide for Army Tuition Assistance, Version 5
April 2015

8. View Results.

✓ Success: enrolled ✗ Error: unable to add class

GoArmyEd Class Number	School	Subject/Catalog Number/Section	Title	Start/End Date	Semester Hours	Message	Status
118936	Central Texas College	ACCT 2301 Section: T071	Principles of Financial Acct	03/19/2012 - 06/08/2012	3.00	Success: This class has been added to your schedule. Class added on 03/15/2012 at 12:12pm EST.	✓

[PRINT PAGE](#) [MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)



Appendix D

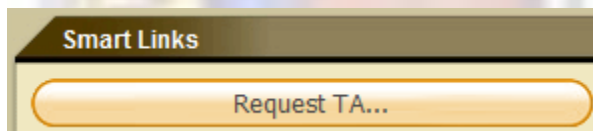
Steps for Completing a Non-LOI Enrollment

Part I

1. Log in to www.GoArmyEd.com
2. Pre-planning is required prior to starting a non-LOI request. You will need to upload a school invoice (or other documentation) and degree plan into your eFile. Document information from the school must show: course name, course number, type of unit (semester hour or quarter hour) cost per hour, number of units, start date/end date, and a list of any and all fees. **These are required documents, without complete and accurate information the request will be rejected.**

*TIP: Approval is only granted for tuition costs and any additional fees directly related to the cost of the course and are applicable to all students, such as a lab fee. The invoice **must** contain all fees associated with the course so a determination can be made which are allowed payment.*

3. Select the button **Request TA....**



4. Acknowledge your Statement of Understanding, reenter password if necessary.
5. Enter the appropriate information on the course. An asterisk (*) requires you complete the field.

Fort Riley Army Education Services
Your Guide for Army Tuition Assistance, Version 5
April 2015


Add Classes

123

1. Select classes to add

The system has pre-populated your home school. If you would like to take a class from a different school, select the magnifying glass icon to search for the school. Complete the additional required fields and select Next.

***School:**




***Subject:**

(example: BIO)

***Catalog Number:**

(example: 101)

***Start Date:**


(MM/DD/YYYY)

Next

Fort Riley Army Education Services
Your Guide for Army Tuition Assistance, Version 5
April 2015

6. Complete all required items. You must have your cost verification sheet available.

Class Information					
*Subject:	ENGL	EX: HIST	*Start Date:	03/15/2012	Fiscal Year: FY12
*Catalog Nbr:	101	EX: 225	*End Date:	05/20/2012	Control Number:
*Class Title:	English				
*Instruction Mode:	DL - Online				Degree Plan

Upload Cost and/or Course Enrollment Verification Information	
*Title	Invoice from A Cut Above Beauty College
*Description	English 101
Add Attachment	Search eFile
Enter a Title and Description and select 'Add Attachment' to upload cost and/or course enrollment verification documents. File size is limited to 4096 KB. Reduce the file size or zip the file.	

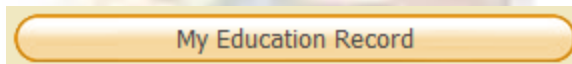
Class Cost					
Select the Unit Type your school uses (semester hours, quarter hours, or clock hours). Enter Unit and Unit Cost and select the calculate cost button. To view the calculation formula select the "I".					
Unit Type	Unit	Unit Cost	SH	SH Cost	
Quarter Hour	3.00	\$300.00	1.98	\$454.55	
			Additional TA-eligible Fees	Additional Soldier Fees	
			\$0.00	\$0.00	
Total Class Cost	Original Army Cost	Original Soldier Cost	Calculate Cost		
\$900.01	\$495.00	\$405.01			
<input type="checkbox"/> I intend to use State/Outside Funding <input type="checkbox"/> I intend to use Chapter 33 (Post 9/11)					
The fields below are for any external funds that Soldiers receive outside of Federal Tuition Assistance. An example may be state or VA benefits.					
State TA Funding	Outside Funding	Chapter 33 (Post 9/11)			
\$0.00	\$0.00	\$0.00			
Comments					

This unit type used by this school is in Quarter Hours. Once you selected the Calculate Cost button, calculations to convert into semester hours (1.98) were completed. In this Sample, the semester hour cost is \$454.55, well above the \$250 tuition cap as established in the Statement of Understanding. The Army will pay \$495 and the cost to the Soldier is \$405.01. If you have arranged for other sources of funding for the Soldier cost, select the appropriate box.

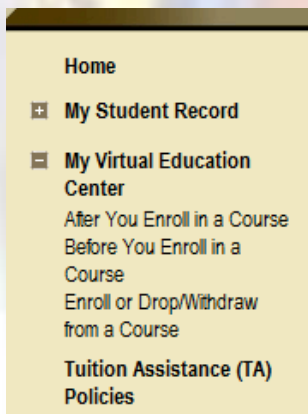
7. Once submitted, an Education Specialist for the Army will review the information and approve, reject, or return incomplete request.

Steps for Accessing and Printing a Non-LOI Request Part II

1. Once your request is approved it is **your** responsibility to print and ensure the school receives the tuition request.
2. Log in to www.GoArmyEd.com account.
3. Select the button “My Education Record”.



4. Expand My Virtual Education Center and select “After You Enroll in a Course”



5. Select View Historical TA Request Authorization Forms (this may also read Non-LOI requests)

Fort Riley Army Education Services
Your Guide for Army Tuition Assistance, Version 5
April 2015

- [Access Classes](#)
- [Launch Drop Request...](#)
- [Library Resources](#)
- [Requests for TA Recoupment Waiver-Withdrawal for \(WM\)](#)
- [Track eArmyU Course Material Orders...](#)
- [View Army TA GPA...](#)
- [View Grades...](#)
- [View Historical TA Request Authorization Forms...](#)
- [View My Class Schedule...](#)
- [View Previous Alternate Enrollment Form Requests...](#)
- [View Recoupment...](#)
- [View Required Course Materials...](#)

6. You can leave all fields blank and select Search. Select the course you want to access.

Customize Find view All First 1-3 of 3 Last					
Name	Geo Ed Center	School	School Name	Subject	Catalog
Online, Sergeant	Fort Belvoir Geo Ed Center	DC01	Darton College	BIO	101
Online, Sergeant	Fort Belvoir Geo Ed Center	BCC04	Butler Community College**	EG	101
Online, Sergeant	Fort Belvoir Geo Ed Center	ACA01	A Cut Above Beauty College	ENGL	101

7. Check the box next to the TA Request you would like to print and select Print TA Form.

1	<input type="checkbox"/>	Details	Butler Community College**
2	<input type="checkbox"/>	Details	A Cut Above Beauty College

[Print TA Form](#)
[Return to Search](#)

8. **SUMMARY to printing Non-LOI TA form:** To print this form, select the "Other Links" Smart Link from your home page, then select the plus icon next to "After You Enroll in a Class" and select the "View All TA Requests" link. Select "Search" and then select one course from the desired term, a new screen will open, and you can put a

check in the "Print Select" checkbox for the course you want to print the TA Form. Select the "Print TA Form" button and a report will run. A link will be displayed when the report is done. Select the link to view the report. Print or save the PDF form to your computer. The TA funds have been deducted from your annual TA benefits. Should you decide not to enroll in this class, you can cancel your request on GoArmyEd.com and your TA balance will be restored. If you are past the drop deadline, you may drop the class using personal or military drop. You will need to work directly with your school registrar to drop or withdraw from the class at the school.

9. Effective 29 March 2014: A Course Planner is now required for all Soldiers at non-LOI schools and LOI schools with Drop-down degree plans to list courses they plan to take that will advance them toward their degree as identified in their Student Agreement or Document Degree Plan. This is a requirement prior to the end of the sixth semester hour taken at their home school, or before completing nine semester hours at multiple schools. Soldiers can click on "Launch course planner" from their home page for additional information.

Appendix E VA Top-up

1. VA Top-Up allows the Soldier to use the Chapter 30, Montgomery GI Bill benefits to pay for all or any portion of the difference between the tuition assistance amount paid by the Army and the total cost of the tuition and related charges. For example, tuition assistance will pay a maximum of \$750 per three hour class. If the cost per credit is \$300 and the total class cost is \$900, you can use Top-Up benefits to pay the difference or \$150 in this case.

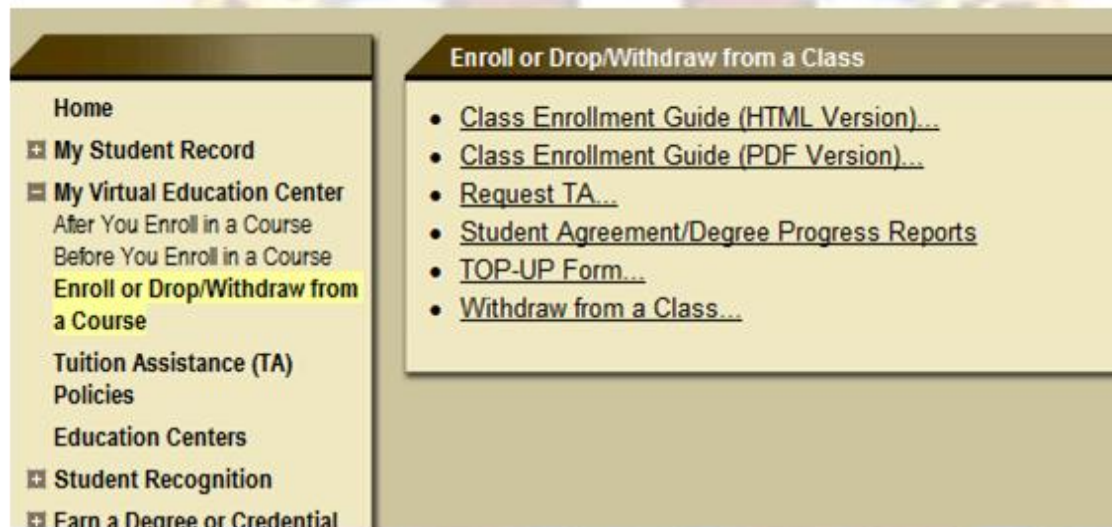
TIP: Once the total top-up payment(s) received equals the “veteran’s rate” you would receive as a full-time student pursuing coursework approved by DVA in one month, your MGIB entitlement account balance would be reduced by 1 full month. If the total payments received do not exceed the monthly veteran’s rate, the remaining MGIB entitlement account balance would be reduced by the appropriate fraction of a month.

2. To use Top-Up, you **MUST** first request your VA benefits using the Veterans On-Line Application (VonApp) by accessing www.gibill.va.gov.

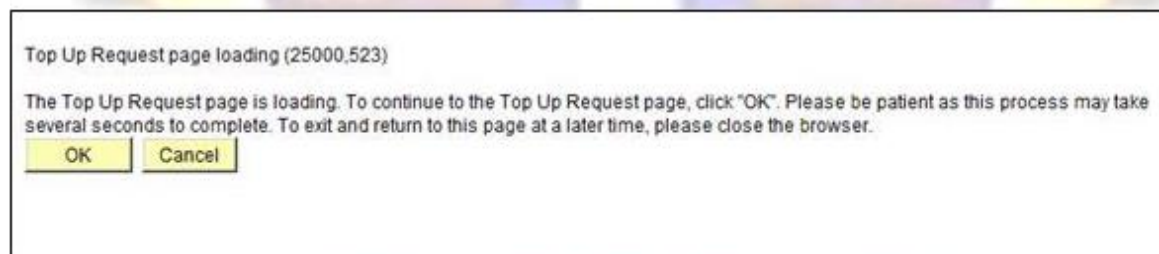


Fort Riley Army Education Services
Your Guide for Army Tuition Assistance, Version 5
April 2015

- a. Go to “My Virtual Education Center, select “Enroll or Drop/Withdraw from a Course” and “TOP-UP Form.”



- c. Select OK to continue to request the Top-Up page.



- d. Read the instructions and select the appropriate class.

Fort Riley Army Education Services
Your Guide for Army Tuition Assistance, Version 5
April 2015

Student Top Up Form Generation

Sergeant Online

ID: CC07362

A Top-Up Form to request reimbursement for course costs from the VA can be generated only for courses that were paid for by both the student and the Army. If you have taken classes that meet this criterion, they will be listed below. To generate a Top-Up form, simply click the 'Select' box to the left of the desired class. PLEASE NOTE: A Top-Up form is available for print 24 hours after registering for the class. Only one form can be generated at a time.

Please also note that when the Top-Up Form is printed, it includes both the form itself and a separate page of instructions.

Print the Top-Up form (front and back) after it is generated and take it to your Army Education Center for Education Services Officer verification and signature. For instructions on where to send the Top-Up form, please refer to <http://www.gibill.va.gov>. No additional documentation is required for submission to VA.

GoArmyEd Courses

Find First 1 of 1 Last

Select	Term	Subject	Catalog Nbr	Course Title	College
<input type="checkbox"/>					



Fort Riley Army Education Services
Your Guide for Army Tuition Assistance, Version 5
April 2015

e. The form will generate. Print out the form, sign and give/send to an Army Education Counselor for signature. You must send the completed form to the Regional VA office in which the school is located for processing. Amount is deducted from your GI Bill benefits.

REQUEST FOR TOP-UP: Army Tuition Assistance Program Duplicate	
PRIVACY ACT STATEMENT	
AUTHORITY:	38 USC 3104, Payment of Basic Educational Assistance; 10 USC 3013, Secretary of the Army; 10 USC 4302, Enlisted Schools; 10 USC 2007, Tuition Assistance; AR 621-5, Army Continuing Education System (ACES), and E.O. 9397 (SSN).
PRINCIPAL PURPOSES:	To record information required by the Department of Veterans Affairs in order to process "Top-Up" claims from GoArmyEd Army Tuition Assistance participants.
ROUTINE USES:	None. The "Blanket Routine Uses" set forth at the beginning of the Army's compilation of systems of records notice apply to the system.
DISCLOSURE:	Voluntary. However, failure to furnish personnel identification information may prevent the Department of Veterans Affairs from processing the "Top-Up" claim.
1. APPLICANT INFORMATION:	
Name: <u>Sergeant Online</u>	SSN: <u>-7362</u> Address: <u>2300 Dulles Station W39, Bldg 1, Floor 6, Dulles, Herndon, VA 20171</u>
Email: <u>test@efutureed.com</u>	Telephone number: <u>999999999999</u> Date Entered on Active Duty (BASD): <u>02-22-2007</u>
2. SCHOOL INFORMATION:	
Name of Home School: <u>A Cut Above Beauty College</u>	Name of School Offering Course: _____
Address of Home School: <u>3810 East Southport Road</u> Indianapolis, IN 462573249	Address of School Offering Course: _____
3. COURSE INFORMATION:	
Name of Course: _____	Course Number: _____ #Semester Hours (or equiv.): _____
Date Course Began: _____	Date Course Was Completed: _____ Final Grade: _____ (Final Grade is not required for submission to VA)
4. COURSE COST & TUITION ASSISTANCE INFORMATION:	
Total Cost of the Course: _____	Total Amount of Tuition Assistance Paid by Army for the course: _____
Total Amount Paid by Soldier for the Course: _____	
5. COURSE ENROLLMENT/COMPLETION VERIFICATION OFFICIAL:*	
Title: _____	Name: _____ Signature: _____
Telephone Number: _____	
6. SOLDIER'S SIGNATURE (By signing below, I affirm that the information on this application is true and complete to the best of my knowledge. I am a Montgomery GI Bill [MGIB] participant and have read the Army Tuition Assistance Information Sheet that accompanies this form. I understand how the use of Top-Up will reduce my remaining entitlement under the MGIB.)	
Printed Name: <u>Sergeant Online</u>	Signature: _____ Date: _____

Fort Riley Army Education Services
Your Guide for Army Tuition Assistance, Version 5
April 2015

Top-Up Counseling Information Sheet for GoArmyEd Students

*Course Enrollment Verification in Section 5 of the Top-Up form must be verified by the Education Services Officer (ESO) at your Installation Army Education Center prior to return to the Regional Veterans Affairs (VA) Office.

I understand that in order to receive Top-Up benefits, I must be deemed eligible for benefits under the Montgomery GI Bill (MGIB). Part of this eligibility requirement is to have served at least two years on active duty prior to my application for benefits. Additionally, if I have not previously applied to the Department of Veterans Affairs (DVA) for a certificate of MGIB eligibility, I must do so now in conjunction with my request for Top-Up benefits. To apply for this eligibility certificate, I must fully complete and send in VA Form 22-1990 to the appropriate DVA office. Both the VA Form 22-1990 (Certification of MGIB Eligibility Form) and the address of the DVA Office to which this Top-Up form (and, if necessary, accompanying 22-1990) should be sent are available online under the Education Forms section of the following site: <http://www.gibill.va.gov>.

I understand that my "Top-Up entitlement" is limited to 36 months. I understand that "Top-Up" entitlement is calculated strictly on a calendar basis (not course load), and that one month of Top-Up entitlement is used for each month that I am enrolled in a course(s) for which I receive Top-Up reimbursement.

I understand that my Top-Up payment will be limited to the actual portion of the cost of Tuition for the course that is not paid for by the Army, and that it is also further limited by the monthly DVA rate cap that I would receive if I were taking this course as a veteran and were not having any portion of the course paid for by the Army. I also understand that I cannot receive any Top-Up payment for any course that is not covered by Tuition Assistance or paid by the Army and that once I have reached my annual tuition assistance ceiling for the year (currently \$, I will not be able to receive Top-Up payment for any additional coursework.

If I exceed the annual Tuition Assistance cap, I will, however, have the option to apply to DVA to utilize any remaining basic MGIB entitlement that I might have. I understand that the in-service rate for use of the MGIB alone while on active duty is limited to the LESSER of either the VETERAN'S RATE or TUITION & FEES. If I choose to use the MGIB alone while on active duty, I further understand that my MGIB entitlement account will be charged based upon my course load (level of school attendance), not actual amount of money paid.

I understand that once the total amount of Top-Up payment(s) I receive equals the "Veteran's Rate" I would receive as a full-time student pursuing coursework approved by DVA in one month, my MGIB entitlement account balance will be reduced by one full month. If the total payments I receive do not exceed my monthly veteran's rate, my remaining MGIB entitlement account balance will be reduced by the appropriate fraction of a month.

Name: Sergeant Online Signature: _____ Date: _____

APPENDIX F

Lifting “Holds”, Course and Semester Hour Overrides

Part I - Holds

The following table has the most common holds and the requirements and a remedy.

Type of Hold	Remedy
Civilian Education Code	<ol style="list-style-type: none"> 1. Contact your S-1 to update ERB/ORB. 2. Update Civilian Education Level as appropriate. 3. Two areas require updating (populated by eMilpo): <ol style="list-style-type: none"> a. 4300 –CIVILIAN EDUCATION COURSE/DEGREE DATA b. 4305- CIVILIAN EDUCATION DATA
Army GPA Less than 2.0	Enroll in classes through GoArmyEd but self-pay until GPA is above 2.0.
Course Grade – Fail	Repay Army for TA-funded portion of class.
Course Grade - Incomplete	Contact school and complete any outstanding coursework. Ensure school posts grade to GoArmyEd.
Course Grade – Withdraw	Repay Army for TA-funded portion of class.
No grade	Contact school to ensure grade is posted.
Admission Denied	Contact school to determine why admission was denied and make corrections.
Degree Completed	Develop goals towards next educational step.
SOCAD Student Agreement or Documented Degree Plan	Work with school to upload the SOCAD Student Agreement or degree plan.
TA Statement of Understanding (SOU)	Access TA SOU via GoArmyEd. Form is electronic form/SOU is acknowledge with user's goarmyed password.
9 SH Student Agreement	Ensure SOCAD Student Agreement or degree plan is uploaded.
Army Education Request	Discuss with Army Education Counselor reason for hold.
Flagged Records/Suspension of Favorable Personnel Action	Record is flagged due to unit action; contact your S1 for determination.
ETS Date Passed	Army TA can only be used while in the service. If ETS is incorrect, contact your unit PAC to correct.
Withdrawal for Military request	Ensure appropriate documentation is provided in eFile.

Tip: Many holds can be temporarily lifted by an Army Education Counselor. Contact your Counselor to determine a course of action to lift the hold. Flags cannot be lifted by an Army Education Counselor.

Lifting “Holds”, Course and Semester Hour Overrides

Part II – Course and Semester Hour Overrides

There are times when a legitimate course is needed for a Soldier that is outside the scope of the documented degree plan or finds that it is possible to take more than the maximum number of credit hours tuition assistance authorizes. When this happens, consult an Army Education Counselor to determine if it is possible to override the requirements.

1. **Course Overrides:** After consultation with an Army Education Counselor, it is possible to override a course that is not in the documented degree plan to enable enrollment with Army Tuition Assistance. Generally, the most common type of override is for classes requiring prerequisites or completion of lower level courses to eventually attain the course required for the degree.
2. **Semester Hour Overrides:** After consultation with an Army Education Counselor, it is possible to override the maximum number of credit hours (12) to enable enrollment with Army Tuition Assistance. Soldiers have a total of 16 semester hours per fiscal year, no exceptions are granted for over 16 semester hours.

Appendix G

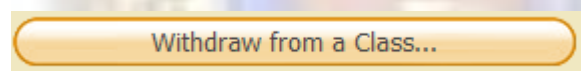
How to Drop a Class

All Soldiers must drop classes through the GoArmyEd portal prior to the class end date. There are two types of withdraws within GoArmyEd, personal and military.

If a Soldier drops after the add/drop period as established by the school, then a payment to the college will occur. If the drop is a result of personal issues, a recoupment action will occur. If the drop is due to a military withdraw and the Soldier has obtained approval from first LTC in the Chain of Command, the cost may be waived.

If a class is dropped due to a military reason, a memorandum (Appendix Q) signed by the first LTC is the Soldier's Chain of Command must be uploaded into the Soldier's eFile. Failure to have the form in the eFile will result in a recoupment of the tuition cost.

1. Log into www.goarmyed.com.
2. Select "Withdraw from a Class".



3. Check class for drop and Select Drop Selected Class.

Select	School	Subject/Catalog Number/Section	Title	Start/End Dates	Semester Hours	Status
<input checked="" type="checkbox"/>	Central Texas College	ANTH 2351 Section: T102	Cultural Anthropology	03/19/2012 - 05/11/2012	3.00	✓
<input type="checkbox"/>	Butler Community College**	EG 101	English Comp 1	03/23/2012-05/30/2012	3.00	✓
<input type="checkbox"/>	A Cut Above Beauty College	ENGL 101	English	03/15/2012-07/31/2012	1.98	✓
<input type="checkbox"/>	Central Texas College	ENGL 1301 Section: T359	Composition I	03/19/2012 - 05/11/2012	3.00	✓

DROP SELECTED CLASS


4. Select Enrollment action and Finish Dropping.


Withdrawal - Military Reasons: Request to Withdrawal for Military Reasons (ie: unanticipated military mission, emergency leave, death of a family member, illness/hospitalization, etc.)

Withdrawal - Personal Reasons: Request to Withdrawal for Personal Reasons (non-military reasons)

Depending on the outcome of your request, you may be required to reimburse the Army for Tuition Assistance used to fund the class.

Select 'Finish Dropping' to process your request. To exit without dropping a class, select 'Cancel'.

☐  Enrolled
☒  Dropped

Action	School	Subject/Catalog Number/Section	Title	Start/End Date	Semester Hours	Status
-Select enrollment action-	Butler Community College**	EG 101	English Comp 1	03/23/2012-05/30/2012	3.00	
-Select enrollment action-						
Withdrawal - Military Reasons						
Withdrawal - Personal Reasons						

Appendix H TA Recoupment

1. Class costs will be recouped from a Soldier for:
 - a. Receiving grades of “F” or “D” or “C,D,F” in a Master’s level course.
 - b. An “Incomplete grade” not resolved within 120 days
 - c. A course dropped for personal reasons
 - d. A class that is not included in the Soldier’s degree plan.
2. GoArmyEd will send a notification to the Soldier’s email account concerning the recoupment action 30 days prior. Below is a sample of the email that is sent:

You have a Tuition Assistance (TA) debt and are subject to recoupment because you received a failing (“F”) grade in ENG 101 – English Comp I. Your GoArmyEd account has also been placed on Hold.

This email serves as official 30-day notification of TA debt to the Government and intent to collect TA debt from your military pay. A TA recoupment will be processed automatically on 05-JAN-2012 because you received a failing grade for ENG 101 – English Comp I. The debt will be deducted from your military pay using a default payment which is 15 installments of \$ 50.00 until TA recoupment has been fully collected.

Select a repayment plan by using the Recoupment page on the GoArmyEd portal. You can accept the default payment listed above, pay the full debt in one lump sum, or change the number of payments. If you do not choose a TA repayment plan to start recoupment, the default payment will be deducted automatically in 30 days. This default payment is based on two factors:

- 1) the period of collection may not exceed the current expected date of separation and
- 2) the monthly payment amount may not be less than \$50. Once the payment option is confirmed it cannot be changed in GoArmyEd. Any changes to the payment arrangement must be made with the local finance office and can only be made once the deductions from your paycheck have begun.

Fort Riley Army Education Services
Your Guide for Army Tuition Assistance, Version 5
April 2015

3. A suspense date is determined to begin recoupment and you will have the option of accepting the “Default Monthly Payment (\$50.00)”, “Pay the Full Amount” or “Customize the payment”.

Course is recoupable due to failing grade.

Course Details

Course:	MA 170	Description:	Finite Mathematics	Class Nbr:	132603
College:	Grantham Univ	Term:	Jul - Sep 2008	Units Taken:	3.00
Start Date:	09/24/2008	End Date:	11/18/2008	Drop Date:	
Grade:	F	Grade Date:	01/30/2009	Recoupment Reason:	Fail

Recoupment Details

Amount:	\$750.00	Notice Date:	01/31/2009
Status:	Pending	Suspense Date:	03/02/2009 
Waived	<input type="checkbox"/>	Suspense Date Reason:	
		Date Sent to Finance:	
		Separation Date:	

Payment Options

The default monthly payment provides the minimum payment amount allowed to repay the debt. You may expedite your payment by selecting and submitting another payment option. To change the number of months and view the new monthly amount please change the amount shown and then either tab out of the field or press your Enter key. If you do not wish to make a selection at this time, close the browser and return to this page before the suspense date listed above. If you do not return prior to suspense date the default monthly payment will be submitted for you. NOTE: The last payment may be rounded to ensure that the total amount owed is collected.

	# of Months	Monthly Amount
<input checked="" type="radio"/> Default Monthly Payment	15	50.00
<input type="radio"/> Pay Full Amount Now	1	750.00
<input type="radio"/> Change Number of Months	15	50.00



4. **EXCEPTIONS:** At times, there may be extenuating circumstances that cause a recoupment action. Recoupment may be waived provided a Request for Waiver signed by the first LTC in your Chain of Command is uploaded into your eFile (Appendix Q). The waiver is then reviewed by the Education Services Officer and either approved or disapproved.

Tip: If you require additional time to process a recoupment waiver, contact and see an Army Education Counselor for an extension to the Suspense Date. Army Education Counselors have the ability to extend the suspense date up to 30 additional days with appropriate justification.

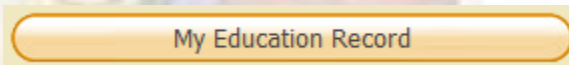
Appendix I

Uploading Documents into eFile

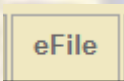
Upload the following documents to your GoArmyEd eFile: Military Withdrawal Memorandum, TA request cost verification for Non-LOI course enrollments and any other educational items you want to keep in your GoArmyEd account.

1. To upload a document to GoArmyEd. You must scan the document and save it to your computer.

- a. Log in to www.goarmyed.com.
- b. Select “My Education Record” Smart Link.



- c. Select the “eFile”



- d. Complete required fields (marked with *) and Select “Browse” to find your file.

Upload eFile

All fields marked with an asterisk (*) are required.

***Title:**

***Description:**

***Transaction Type:**

***Select a file to upload:**

Note: File size is limited to 4096KB. Please zip the file if it exceeds 4096KB. Upload time will vary depending on the connection speed.

Fort Riley Army Education Services
Your Guide for Army Tuition Assistance, Version 5
April 2015

- e. Select “Upload File”.

Upload File

- f. A message indicating File Successfully Uploaded appears.

Select an entry in the first column. Use the buttons below the list to download, update, view history for, or delete the selected document.

Select	File Type	Title	Description	Transaction Type	Date	Created by User	Created by Role	Last Updated by User	Last Updated by Role
<input type="radio"/>		Test Document	Included specific information about the document.	Other	3/19/2012 10:24:08 AM	Sergeant Online	Student	Sergeant Online	Student
<input type="radio"/>		Invoice	Third Quarter 2012 A Cut Above Beauty College Engl 101	Cost and/or Course Enrollment Verification	3/15/2012 12:27:04 PM	Sergeant Online	Student	Sergeant Online	Student
<input type="radio"/>		tuition	EG101-spring	Cost and/or Course Enrollment Verification	3/15/2012 9:18:08 AM	Sergeant Online	Student	Sergeant Online	Student
<input type="radio"/>		Statement of Understanding	SOU	Tuition Assistance Statement of Understanding	3/6/2012 10:23:11 AM	Sergeant Online	Student	Sergeant Online	Student
<input type="radio"/>		test	test	Other	1/10/2012 3:53:48 PM	Army Counselor	ACES	Army Counselor	ACES

Page 1 of 1

Download File **Upload New Version** **View History** **Delete**

File Successfully Uploaded

2. You can also Download Files, Upload New Versions, View the History or Delete Files.

Download File **Upload New Version** **View History** **Delete**

Tip: Uploading New Versions or Deleting files can occur only on those where you have created the files.

Appendix J

Loan Repayment Program (LRP)

1. Soldiers can request the LRP program instead of the Montgomery GI Bill (MGIB) during the first week of basic training. The amount of qualifying loan(s) will be repaid is 33 1/3% of the original unpaid principal balance or \$1,500.00 whichever is greater, after the completion of each year of service. The maximum reimbursable principal amount is \$65,000.00. The loan cannot be in default and the Soldier must remain in good standing while on active duty.

The LRP is not available at a later date while in the military.

Commander, AHRC
ATTN: AHRC-PDE-E
1600 Spearhead Division Avenue, Dept 480
Fort Knox, KY 40122-5408

Telephone: 1-800-872-8272
Email: usarmy.knox.hrc.mbx.tagd-pdeei@mail.mil

TIP: Soldiers are to contact Education Incentive Branch (EIB) at the following address if they have not been contacted prior to the 8th month on active duty.

2. For those not on the LRP, there are several options available for repayment plans of Federal Student Aid, such as, extended repayments, graduated repayments and Income Based repayments.

An active duty military deferment (postponement) is available for loans first disbursed on or after July 1, 2001. The deferment may not exceed three years and is available only for periods when the borrower is serving on active duty during a war or other military operation, or national emergency or is performing qualifying National Guard duty under the same circumstances. Therefore, not all active duty military personnel are eligible for this deferment. Documentation for this deferment may include a copy of military orders or a written statement from the commanding officer or personnel officer verifying that you are on active duty under these circumstances.

For more information on Repaying Your Student Loan go to: www.studentaid.ed.gov.

Appendix K

Transferring Post-9/11 Benefits

Part I: General Information

1. The best source for all requirements concerning eligibility of transferring Post-9/11 is at <https://www.dmdc.osd.mil/milconnect/>.

2. General requirements are:

Any member of the Armed Forces (active duty or Selected Reserve, officer or enlisted) on or after August 1, 2009, who is eligible for the Post-9/11 GI Bill, and –

(a) Spouse: Has at least 6 years of service in the Armed Forces (active duty and/or Selected Reserve) on the date of approval and agrees to serve 4 additional years in the Armed Forces from the date of election.

(b) Children: Has at least 10 years of service in the Armed Forces (active duty and/or Selected Reserve) on the date of approval, is precluded by either standard policy (Service or DoD) or statute from committing to 4 additional years, and agrees to serve for the maximum amount of time allowed by such policy or statute.

(c) Such transfer must be requested and approved while the member is in the Armed Forces.

Eligible Dependents

An individual approved to transfer an entitlement to educational assistance under this section may transfer the individual's entitlement to:

- The individual's spouse.
- One or more of the individual's children.
- Any combination of spouse and child.
- A Family Member must be enrolled in the Defense Eligibility Enrollment Reporting System (DEERS) and be eligible for benefits, at the time of transfer to receive transferred educational benefits.

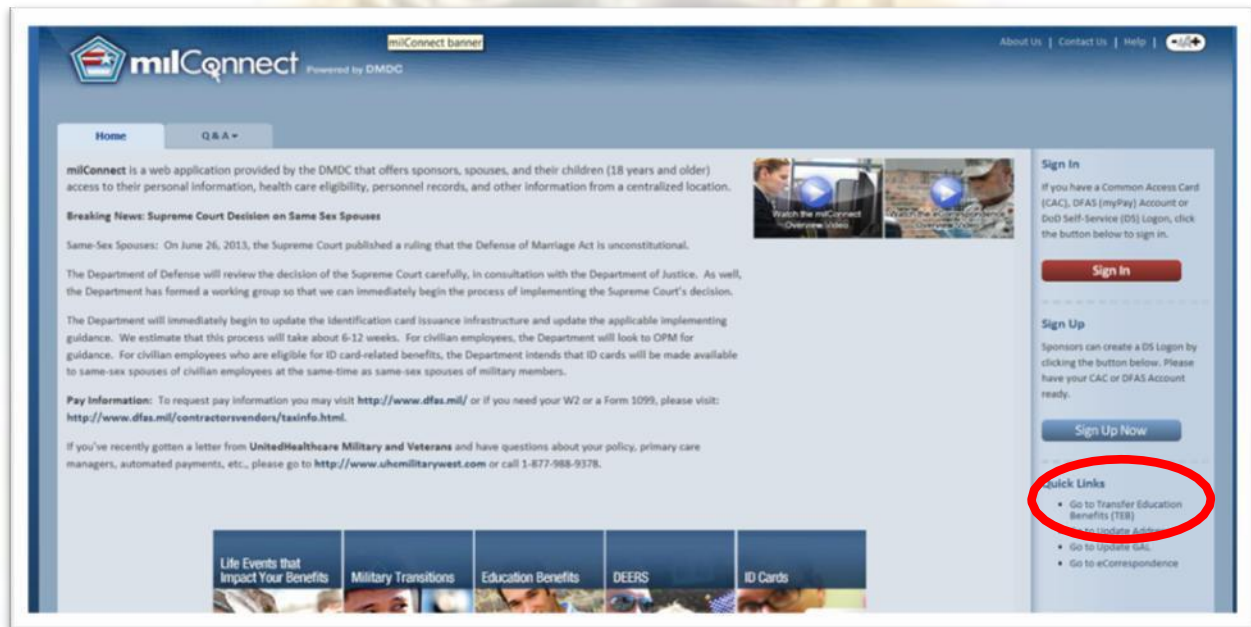
3. Soldiers must meet with their Career Counselors to complete the appropriate enlistment paperwork.

4. Upon approval, Family Members may apply to use transferred benefits with VA by completing VA Form 22-1990e. VA Form 22-1990e should only be completed and submitted to VA by the Family Member after DoD has approved the request for TEB. Do not use VA Form 22-1990e to apply for TEB.

Transferring Post-9/11 Benefits

Part II – Transfer of Education Benefits Website

1. Access the <https://www.dmdc.osd.mil/milconnect> website. Select the TEB Link.



2. Sign into the website with either your CAC or DFAS information.
3. Provide the number of months to the dependent(s) you are transferring to, maximum is generally 36 months.
4. It is possible to modify or revoke benefits if necessary at a later time.

Tip: If you are unsure of whether you want to transfer benefits or the number of months, provide the dependent with one month. It is possible to modify or revoke in the future but it is a requirement you must be on active duty to add a dependent.

Appendix L

Joint Services Transcript (JST)

JST is an academically accepted document approved by the American Council on Education (ACE) to validate a service member's military occupational experience and training along with the corresponding ACE college credit recommendations

1. There are two options for transcript requests: Official transcripts and Personal transcripts.

a. An **Official transcript** is one that is sent directly to the school you are applying to. Generally, once you have started the admissions process the school will advise you when to send them an official transcript.

b. **Personal Transcripts** are there for your own personal review.

Tip: It is generally a good idea to access your personal transcript periodically to ensure all training is reported. If there is something missing, contact your S1 to update.

2. To access the JST transcript:

a. Log on to the JST web page at <https://jst.doded.mil/smart/signIn.do>

b. You can log in with either your CAC or by creating a username and password

The screenshot shows the JST website interface. At the top, there is a header with the JST logo and navigation icons. The main content area is divided into three columns. The left column is titled 'Sign In' and contains two sections: 'CAC Users' and 'Non CAC Users'. The 'CAC Users' section includes a link to 'Login with your CAC'. The 'Non CAC Users' section includes fields for 'JST Username' and 'JST Password', a 'Sign In' button, and a link for 'forgotten password?'. The middle column is titled 'Register to Use this System' and contains information about who is eligible for JST transcripts, including links for 'How to make updates or corrections to your JST Transcript' and 'How to request an official transcript'. The right column is titled 'Important JST Links' and contains a list of links to various resources, including 'Go Army Ed', 'Army Continuing Education System', 'ACE Military Guide', 'Marine Corps Voluntary Ed', 'Navy College Program', 'MyEducation', 'NCPDLP Academic Institutes', and 'Navy CPPD Virtual Education Center (VEC)'. Below the links, there is a section titled 'Links of Interest' with links to 'Defense Activity for Non-Traditional Ed Spt (DANTES)', 'Defense Language Inst (DLI)', 'Marine Corps Institute', 'National Personnel Center', 'Navy Jobs', and 'U.S. Navy'. At the bottom right, there is a banner for 'Life is worth living!' with a 24/7 helpline number: 1-800-273-TALK (8255 Option 1).

c. Below is a sample of a **Personal Official JST**.

OFFICIAL				
Name: ARMY, I AM SSN: XXX-XX-XXXX Rank: Sergeant First Class (E7) Status: Active	Transcript Sent To: University of XXXXXXXX			
Military Course Completions				
Military Course ID	ACE Identifier Course Title Location-Description-Credit Areas	Dates Taken	ACE Credit Recommendation	Level
750-BT	AR-2201-0399 Basic Combat Training: Upon completion of the course, the recruit will be able to demonstrate general knowledge of military organization and culture, mastery of individual and group combat skills including marksmanship and first aid, achievement of minimal physical conditioning standards, and application of basic safety and living skills in an outdoor environment.	13-MAR-1987 to 07-MAY-1987	• First Aid • Marksmanship • Outdoor Skills Practicum • Personal Physical Conditioning (10/00)(10/00)	1 SH L 1 SH L 1 SH L 1 SH L
500-75D10	AR-1406-0011 Personnel Records Specialist: US Army Training Center Ft Jackson SC To train individuals to maintain personnel records.	08-MAY-1987 to 26-JUN-1987	• Clerical Bookkeeping • Office Procedures • Typing	3 SH L 2 SH L 2 SH L

2. Interpreting your JST using the above sample.

a. Look at the information contained in Military Course Completions. All logistical data is included on each course, such as, Course Number, Title, Location, Dates and the actual Description.

b. ACE Credit Recommendations are the suggested courses the American Council of Education for the particular course. In this example, the ACE recommends 4 hours of credit (1 in Physical Conditioning, 1 in Outdoor Skills, 1 in Marksmanship and 1 in First Aid). It is up to the school to determine the actual credit they are willing to accept.

Appendix M

FAQs and Lessons Learned

Many Fort Riley Soldiers have deployed to Iraq and Afghanistan and still continue their education through Distance Learning courses using Tuition Assistance (TA) funds. It is possible; the following are a few “Lessons Learned” that might make your educational experience less stressful.

1. What should I do prior to deployment?

- a. Contact an Education Counselor before you deploy to discuss your educational goals. They will provide you with the latest education and GoArmyEd information.
- b. Register in GoArmyEd (GAE) portal prior to departure and complete the common application.
- c. Choose a home college/university and major.

2. Should I enroll in classes before or after you leave the states?

- a. It is highly recommended that you wait to enroll in classes after you arrive at your destination. Not all forward locations are the same!
- b. You need to insure that your location will support distance learning courses concerning:
 - (1) Mission Support.
 - (2) Good telephone communication.
 - (3) Reliable internet communication.

3. I've completed everything in 1 & 2 above, what are some hints to enroll?

- a. Start the enrollment process early. Sixty (60) days before the class starts is NOT too soon.
- b. Read through this deployment guide. Many questions will be answered. Contact an Education Counselor if you require additional assistance.

Tip: Keep in mind that communication problems may exist, if you have not heard back within 48 hours, try again.

Appendix N Contact Information

1. Fort Riley Army Education Center

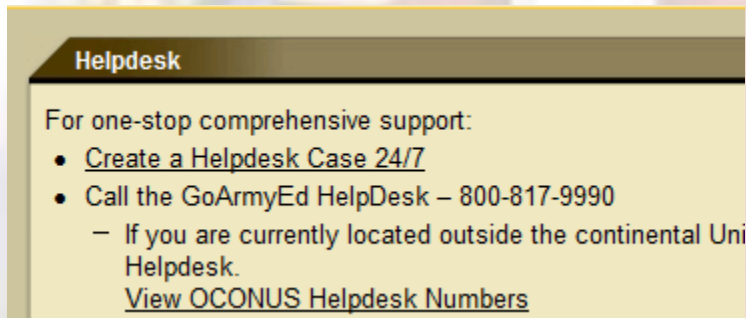
Commercial: (785)239-6481

DSN: 856-6481

Email: usarmy.riley.imcom.mbx.education-service@mail.mil

2. GoArmyEd Helpdesk

a. Create a Helpdesk case



Helpdesk

For one-stop comprehensive support:

- [Create a Helpdesk Case 24/7](#)
- Call the GoArmyEd HelpDesk – 800-817-9990
 - If you are currently located outside the continental United States, call the OCONUS Helpdesk.

[View OCONUS Helpdesk Numbers](#)

b. CONUS: 1-800-817-9990

c. OCONUS:

OCONUS LOCATION	TOLL-FREE TELEPHONE NUMBER
Afghanistan	**See Note Below
Croatia	0800 220111
Egypt	
Cairo	510-0200
Outside Cairo	02-510-0200
Iraq	**See Note Below
Japan	
IDC	0066-55-111
JT	0044-11-111
Jordan	18-800-000
Kuwait	**See Note Below
Macedonia	99-800-4288
Marshall Islands	1-800-225-5288
Netherlands	0800-022-9408
Russia	755-5555
Moscow	755-5042
St. Petersburg	325-5042
St. Petersburg Option 2	8-10-800-497-7211

Fort Riley Army Education Services
Your Guide for Army Tuition Assistance, Version 5
April 2015

Ekaterinburg	8-10-800-110-1011
Irkutsk	8-10-800-110-1011
Novosibirsk	8-10-800-110-1011
Omsk	8-10-800-110-1011
Rostov-on-Don	8-10-800-110-1011
Vladivostok New	8-10-800-110-1011
Other Cities I	8-10-800-110-1011
Other Cities II	8-10-800-110-1011
Ufa	8-10-800-110-1011
Saudi Arabia	1-800-10
Spain	900-97-1209
Turkey	00-800-12277
Yugoslavia - Kosovo	**See Note Below

**** Note:** Afghanistan, Iraq, Kuwait, Yugoslavia - Kosovo - Using a pre-programmed telephone, dial the OCONUS toll-free helpdesk number (1-800-861-7770) from your military base.

For the following locations, you can reach the helpdesk by directly dialing the numbers listed below.

OCONUS LOCATION	TOLL-FREE TELEPHONE NUMBER
Australia	1-800-14-3785
Belgium	0800-7-4695
Germany	0800-181-7814
Greece	00-800-11-005-2493
Italy	800-788727
Japan	00531-11-5033
Korea Republic	00308-11-0546
Thailand	001-800-11005-2493

3. Loan Repayment Program

Commander, AHRC
ATTN: AHRC-PDE-E
1600 Spearhead Division Avenue, Dept 480
Fort Knox, KY 40122-5408

Telephone: 1-800-872-8272

Email: usarmy.knox.hrc.mbx.tagd-pdeei@mail.mil

Appendix O Forms

1. VA Form 22-1990, Application for VA Education Benefits, <http://www.va.gov/vaforms>
2. VA Form 22-1990e, Application for Family Member to Use Transferred Benefits, <http://www.va.gov/vaforms>
3. GoArmyEd Forms to include TA Recoupment/Withdrawal for (WM) Military Reasons

<ul style="list-style-type: none">✦ Reports✦ My Profile✦ eArmyU Advising Resources✦ Student Recognition✦ Education Careers✦ ACES Resources<ul style="list-style-type: none">ACES CommunicationBroadcast Messages to SoldiersClass RosterClass ScheduleCounselor BriefingeArmyU Marketing ResourcesESO-CE ListExpected to Graduate Report✦ Forms and Letters<ul style="list-style-type: none">GoArmyEd Marketing ResourcesTest Schedule✦ Earn a Degree or Credential✦ Programs and Services✦ Money for College✦ GoArmyEd✦ eArmyU✦ College of the American Soldier✦ Help	<p>Top-Up Form</p> <p>Launch a copy of the eArmyU Top-Up Counseling Information Sheet and the official Top-Up benefits form.</p> <p>Top-Up Form - .pdf</p> <p>Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons</p> <p>Click the link below to view the form for Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons.</p> <p>Request for TA Recoupment Waiver - Withdrawal for (WM) Military Reasons - .pdf</p> <p>Alternate Enrollment Process Form</p> <p>Click the link below to view the Alternate Enrollment Process Form.</p> <p>Alternate Enrollment Process Form - .pdf</p> <p>TA Statement of Understanding (SOU) Form</p> <p>Select the link below to view the Annual TA SOU Approval Form.</p> <p>Annual TA SOU - .pdf Launch Digital Annual TA SOU - .XFDL <i>If your computer supports digital signatures, you may launch the digital version of the Annual TA SOU.</i></p> <p>Click the link below to view the quarterly electronic version of the TA SOU.</p> <p>Quarterly TA SOU - .pdf</p>
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Appendix P Links

Accreditation Search: www.ope.ed.gov/accreditation/Search.aspx
AMEDD: <http://www.armymedicine.army.mil>
AMEDD PA Program: www.usarec.army.mil/armypa
Army Correspondence Course Program: www.atsc.army.mil/accp/aipdnew.asp
Army Nurse Corps Site: <http://armynursecorps.amedd.army.mil/>
Community College of the Air force: www.au.af.mil/au/ccaf/
Direct Commission- www.goarmy.com/career/direct.isp?bl=Army+Reserve
Federal Student Aid: www.studentaid.ed.gov
Free Application for Federal Student Aid: www.fafsa.ed.gov
GoArmyEd: www.goarmyed.com
GRE website: www.gre.org
GMAT website: www.mba.com/mba
Green to Gold: www.goarmy.com/rotc/enlisted=soldiers.jsp#scholars
JST: <https://jst.doded.mil/smart/>
OCS: www.armyocs.com/
SOCAD: <http://www.soc.aascu.org/socad/Default.html>
Veterans Affairs: www.gibill.va.gov
Warrant Officer Applications <http://www.usarec.army./hq/warrant/index.shtml>

Appendix Q Brochures

Electronic copies and much of the information in this guide can be found at the Ft Riley Education Services www.riley.army.mil. Follow the links to:

- Services
- Education & Training
- Education Services

GoArmyEd Pocket Guide: Jan 2015

How to Check Your Semester Hour Balance

- Log in to www.GoArmyEd.com, scroll down to "My Education" section to view your semester hours balance for the current Fiscal Year.

How to Drop a Class

Soldiers MUST drop ALL classes through GoArmyEd before the class end date (Eastern Standard Time).

- Log in to www.GoArmyEd.com and select the "Withdraw from a Class" Smart Link
- Select a checkbox to choose the class
- Select "Drop Selected Class"
- View the Confirmation page and choose the appropriate withdrawal reason using the drop-down options of "Withdrawal – Military Reasons (WM)" or "Withdrawal – Personal Reasons"
- 1. Personal Drops – Soldiers MUST repay the TA amount
- 2. Military Drops (includes emergencies) – Soldiers MUST have the WM approved by the Army within 60 days of the initiation of the withdrawal to prevent recoupment:
 - Complete the Request for TA Recoupment Waiver – Withdrawal for (WM) Military Reasons Form

How to Resolve a Hold

A hold is applied to enforce Army TA regulations. Holds are removed automatically when the issue is resolved. For more information on holds and how they are resolved, go to the My Education section of your GoArmyEd homepage.

TA Recoupment

Class costs will be recouped from a Soldier for:

- Failing a class
- "C" grade or below in a graduate level course
- "D" grade or below in an undergraduate course
- An incomplete grade not resolved within 120 days
- A class drop for personal reasons
- A class that is not included in the Soldier's degree plan

An email notification is sent 30 days before repayment begins, except in the case of separation from the Army. See your signed TA SOU for recoupment rules.

How to Use Your eFile

Scan a document and save it to your computer (i.e., Request TA cost verification, or Military Withdrawal documents).

- Log in to www.GoArmyEd.com
- Select the "My Education Record" Smart Link
- Select the "eFile" tab
- Complete required fields and select "Browse" to find your file
- Select "Upload File"

GoArmyEd Mobile App

The GoArmyEd mobile app is available for Apple and Android devices. This free app allows you to access educational information and find important points of contact or Army education centers/offices. You can also log into your GoArmyEd account from within the app. The GoArmyEd mobile app can be downloaded for Apple users from the App Store and for Android users from the Google Play Store.

Download your digital copy of this guide: 

22 Jan 15   www.GoArmyEd.com

The Post-9/11 GI Bill is an education benefit program for individuals who served on active duty after September 10, 2001.

Am I Eligible?

You may be eligible if you served at least 90 aggregate days on active duty* after September 10, 2001, or were honorably discharged from active duty for a service-connected disability after serving 30 continuous days following September 10, 2001.

Note: Children of a member of the Armed Forces who died in the line of duty on or after September 11, 2001, may be eligible for Post-9/11 GI Bill benefits under the Marine Gunnery John David Fry Scholarship Program.

What Will I Receive?

You may receive a percentage of the following payments (see chart).

- ▶ A Tuition and Fee payment that is paid to your school on your behalf
- ▶ A Monthly Housing Allowance (MHA)** that is equal to:
 - the basic allowance for housing (BAH) payable for the zip code of your school to a military E-5 with dependents for students pursuing resident training
 - one-half the BAH national average for students training solely by distance learning
 - the national average BAH for students pursuing training at foreign schools.

*includes active service as a National Guard member under title 32 U.S.C. for the purpose of organizing, administering, recruiting, instructing, or training and active service under section 502(f) of title 32 for the purpose of responding to a national emergency.

**The MHA is not payable to individuals on active duty or those enrolled at half time or less.

- ▶ A Books and Supplies Stipend of up to \$1000 per year

Individuals serving an aggregate period of active duty after September 10, 2001, of:	Percentage of Maximum Benefit Payable
At least 36 months	100%
At least 30 continuous days and discharged due to service-connected disability	100%
At least 30 months < 36 months	90%
At least 24 months < 30 months	80%
At least 18 months < 24 months	70%
At least 12 months < 18 months	60%
At least 6 months < 12 months	50%
At least 90 days < 6 months	40%

How Many Months Of Assistance Can I Receive And How Long Am I Eligible?

Generally, you may receive up to 36 months of entitlement under the Post-9/11 GI Bill. You will be eligible for benefits for 15 years from your last period of active duty of at least 90 consecutive days.

What Kind Of Training Can I Take?

You can use the Post-9/11 GI Bill at colleges, universities, trade schools, and for on-the-job training, apprenticeships, and flight schools. To see what programs are currently approved for VA benefits, go to our website, www.gibill.va.gov. You can use the Post-9/11 GI Bill for tutorial assistance, licensing (attorney license, cosmetology license, etc.) and certification tests (SAT, LSAT, etc.).

Note: If the program you are interested in isn't on our website, contact your State Approving Agency (list available on www.gibill.va.gov) to see if it can be approved.

Can I Transfer My Entitlement To My Dependents?

You must be a member of the uniformed services to transfer your unused benefits to your spouse or dependent(s). Generally, you must agree to serve four more years when transferring benefits.

What Is The Yellow Ribbon Program?

The Post-9/11 GI Bill can cover all in-state tuition and fees at public degree granting schools, but may not cover all private degree granting schools and out-of-state tuition. The Yellow Ribbon Program provides additional support in those situations.

Institutions voluntarily enter into an agreement with VA to fund uncovered charges. VA matches each dollar of unmet charges the institution agrees to contribute, up to the total cost of the tuition and fees.





**POST-9/11
GI BILL**
It's Your Future

Scan here for more information on the Post-9/11 GI Bill and other education benefits or visit www.gibill.va.gov.



Scan here to follow us on Facebook or go to www.facebook.com/gibillEducation for news and discussion on the Post-9/11 GI Bill.



Scan here to find participating Yellow Ribbon schools (also available at http://www.gibill.va.gov/benefits/post_911_gibill/yellow_ribbon_program.html).



Department of Veterans Affairs
Washington, DC 20420
OFFICIAL BUSINESS

VA Pamphlet
22-09-1 Revised
May 2012

Veterans Benefits
Administration

P96257

Military Withdrawal example

Request for TA Recoupment Waiver – Withdrawal for Military (WM) Reasons

FROM: Headquarters Army Continuing Education System (HQ ACES)

TO: Battalion Commander/First LTC/Reserve Component Commander

SUBJECT: Waiver of TA Recoupment for College Course Withdrawal due to Military Reasons

1. Purpose: To provide documentation IAW AR 621-5 to verify non-completion of Tuition Assistance (TA) funded course(s) due to military reasons.
2. The approval authority for a waiver of TA recoupment is the installation or state ESO, or RSC ESS. A WM request for recoupment waiver must be endorsed by the Soldier's Battalion Commander, or first LTC in the chain of command, or Unit Commander if in the Reserve Component, based on the following reasons: **Unanticipated/Unscheduled Military Duties or Deployment, Separation from Service, Emergency Leave (includes death in the family), Illness/Hospitalization, etc.**
3. IAW AR 621-5, this Soldier is requesting your review and endorsement for a TA Recoupment Waiver - Withdrawal for Military (WM) Reasons:

Last Name	First Name	Rank	Last 4 of SSN	Signature/Date
-----------	------------	------	---------------	----------------

For the following college course(s):

School	Course#	Course Title	Start Date	End Date	Cost

4. Provide details of the reason for the unanticipated/unscheduled withdrawal, to include dates of the events below. Provide a separate sheet if additional space is needed:

5. Information concerning payment of the TA debt was sent to the Soldier. An approved request form must be posted to e-File in the Soldier's GoArmyEd record within 60 days after the withdrawal and must be approved by an Education Services Officer (ESO) to cancel the debt. Non-response or disapproval will result in recoupment of TA funds. If recoupment is initiated, Soldiers will have a 30-day due diligence notice of TA debt collection.

6. I recommend approval of this TA Recoupment Waiver: YES _____ NO _____

Rank/ Printed Name	Signature	Date
--------------------	-----------	------

Unit	Phone	Email
------	-------	-------

Appendix R

Acronyms and Definitions

ACE - American Council on Education - was founded in 1918 to coordinate higher education's response to the entrance of veterans into higher education. It's a unifying voice for higher education; ACE aims to foster greater collaboration and new partnership within and outside the higher education community to help colleges and universities anticipate and address the challenges.

ACES - Army Continuing Education System is established in accordance with Section 4302, Title 10, USC Codes. ACES education provides for on and off duty instruction to assist Soldiers in increasing military competency, attaining leadership skills, and transitioning to the civilian work force.

ADSO - Active Duty Service Obligation-Active duty officer or commissioned warrant officer incur additional time on active duty

AEC - Army Education Center-Operation located on an Army site managed by a fulltime ESO. All ACES programs and services are available including guidance counseling, academic and military testing, college programs, Army TA and other education resources.

ACF - Army College Fund - is an enlistment incentive option offered to Soldiers who enlist for a critical or shortage MOS. The ACF option must be included in the initial enlistment agreement upon entry to active duty.

eMILPO - electronic military personnel office

ESO - Education Services Officer - Plans and develops an installation ACES program. Administers all the educational services, advising the installation commander on the status and needs of the education program by promoting the acceptance and participation in the programs by personnel at the installation

DD214 - Armed Forces of the U.S. Report of Transfer or Discharge Certificate –denotes start and end dates of training

DD295 - Application for the Evaluation of Educational Experience, is available to all active duty personnel at AECS

GAE – GoArmyEd - Is an education website designed to be a one-stop shop for Soldiers to access ACES programs and services anytime, anywhere with a 24/7 helpdesk support. Soldiers will request all TA online through goarmyed.

JST - JST is an academically accepted document approved by the American Council on Education (ACE) to validate a service member's military occupational experience and training along with the corresponding ACE college credit recommendations

LRP - Loan Repayment Program - The LRP is an enlistment incentive option and must be included in the initial enlistment agreement. LRP participants must decline enrollment into the MGIB within the first three (3) working days of entering active duty by signing DD Form 2366.

SA - Student Agreement - A precise listing of course/credit requirements needed to complete a degree program.

SOC - Servicemember Opportunity College-Network of institutions recognizing and responding to Soldiers expectations for postsecondary adult continuing education. National higher educational associations sponsor this organization

SOU - Statement of Understanding - Summarizes those parts of the regulation the Soldier is expected to understand in reference to TA use.



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